

Appraisal Meeting WPBA Benchmark Sheet

**** NOTE Trainee Educational Supervisor must be present at meeting. Trainee must have prior permission from appraisee.**

	Concerns	Good practice	Trainer Comments
Appropriate arrangement of date	Poor organisational skills. Poor timing for meeting or late for trainee educationally. No consent from appraisee beforehand.	Works with appraisee to identify convenient dates. Educational Supervisor also involved. Timely. Consent gained from trainee before.	
Preparation of paperwork/evidence	Little or no preparation. Does not know what the expectations are for the meeting or paperwork involved	Reviewed evidence beforehand, understands what is expected educationally and pastorally.	
Seeks views of others	No evidence of using others experience.	Speaks to ES regarding their views and utilises others in training faculty as appropriate.	
Uses open and closed questions in the appraisal session	Closed conversation, doesn't allow appraisee to speak. Superficial. Avoids difficult subjects. Doesn't cover all appraisal domains.	Encourages conversation and allows appraisee to openly discuss in training and at home. Covers all appraisal domains.	
Gives appropriate and clear feedback	No feedback, irrelevant or poorly delivered. Appears uncomfortable or avoids difficult feedback.	Offers bespoke and effective feedback to trainee. Sensitive and empathetic. Ensures that feedback is given even if difficult.	
Listens to trainee views	Doesn't listen or pick up on non-verbal clues	Listens to appraisee, open and receptive	
Checks trainee understanding and interpretation of feedback	Doesn't check understanding. No acknowledgement that this could be challenging. Unable to explain feedback effectively.	Ensures understanding and interpretation. Uses alternative explanations to help get message. Mindful of sensitive issues and adapts to suit trainee.	
Helps trainee set personal objectives	Unaware of appropriate objectives or doesn't set any	Clear understanding of areas to develop which are appropriate to grade and behaviours	
Achieves appropriate closure and next steps - including next meeting	Doesn't close effectively – areas not discussed or runs out of time. Appraisee unhappy without safety netting.	Manages meeting in time, achieving objectives. Appraisee clear about next steps and next meeting date. Safety nets.	
Reflection	Has not demonstrated required learning or reflection from process.	Demonstrates understanding of performing an appraisal. Aware of challenges and identified personal learning points.	

The assessor is asked to consider the learner's performance in all of the domains listed in completing this statement:

“Based on this WPBA, I would be satisfied that this learner could perform an appraisal as a newly appointed consultant”

Yes	
No	
Signature	
GMC	
Date	

If no, these are the reasons and my recommendations for further work: